



# Civilian Personnel News



# UPDATE

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## Scheduling "Use or Lose" Annual Leave

Employees should be scheduling any unused "use or lose" annual leave now, to be used before the end of the leave year. This year the last day to have your use or lose leave approved is 20 November 2010. It must be used no later than 1 January 2011. Employees may only request restoration of scheduled annual leave canceled due to an exigency of the public business. This "use or lose" annual leave must have been requested in writing by the employee and approved by the supervisor at least three biweekly pay periods before the end of the leave year. The leave may be scheduled for use during the final three pay periods; however, the scheduling decision must have been made before the beginning of the third biweekly pay period before the end of the leave year. An OPM Form 71 shall be used for this purpose. When an employee chooses not to schedule or use annual leave to avoid forfeiture, he or she will not be eligible to have forfeited leave restored.

## The Important "Five Year Requirement" for Continuing FEHB and FEGLI into Retirement

An important part of planning for retirement is considering the coverage's you may want to keep in either the Federal Employees Health Benefits Plan (FEHB) or the Federal Employees Group Life Insurance (FEGLI). A critical item to pay attention to -- that can surprise many federal employees before they retire is the "five year requirement" for each program.

**FEHB-** Federal retirees and their surviving spouses retain their eligibility for FEHB health coverage at the same cost as current employees. In order to carry your FEHB coverage into retirement, you must be entitled to retire on an immediate annuity under a retirement system for civilian employees (including the Federal Employees Retirement System (FERS) Minimum Retirement Age (MRA) + 10 retirement) and must have been continuously enrolled (or covered as a family member) in any FEHB plan(s) for the 5 years of service immediately before the date your annuity starts, or for the full period(s) of service since your first opportunity to enroll (if less than 5 years).

The 5 year requirement period for FEHB can include the following: the time you are covered as a family member under another person's FEHB enrollment; or the time you are covered under the Uniformed Services Health Benefits Program (also known as TRICARE) as long as you were covered under an FEHB enrollment at the time of your retirement.

**FEGLI-** When you retire, you are eligible to continue life insurance if you meet all of the following requirements: you are entitled to retire on an immediate annuity under a retirement system for civilian employees; you have been insured for the 5 years of service immediately before the date your annuity starts, or for the full period(s) of service during which you were eligible to be insured if less than 5 years; and you have not converted to an individual policy. You must meet the five year/all opportunity requirement for Basic and each type of Optional insurance in order to continue it into retirement. For purposes of continuing FEGLI coverage into retirement, "service" means time in a position in which you were eligible for coverage. Breaks in service are not counted as interruptions in coverage.

Here's an example:

Joan first became eligible and enrolled in Basic and Option A coverage on February 11, 1990. She had a break in service from January 1, 1994, through January 1, 1996. Upon her return to service on January 2, 1996, she was automatically given Basic and Option A. She retires on December 31, 1997. She is eligible to continue her Basic and Option A coverage into retirement, since she has been continuously enrolled for the 5 years of service immediately before retirement.

## **Military Spouses Residency Relief Act (MSRPA)**

### **MILITARY SPOUSES RESIDENCY RELIEF ACT (MSRRA) PERSONAL INCOME TAX EXEMPTION REQUIREMENTS FOR EMPLOYEES WORKING IN MISSOURI WITH LEGAL RESIDENCE OR DOMICILE IN ANOTHER STATE**

On November 11, 2009, the Military Spouses Residency Relief Act (MSRRA) was enacted to extend certain protections to military spouses. Pursuant to the MSRRA, a military spouse who is present with a member in a particular State under military orders does not have to pay State income taxes on wages earned in that State as long as that State is not the spouse's legal residence or domicile.

The MSRRA does not allow a military spouse to pick or choose a domicile in just any State. Rather, domicile must be established meaning the spouse must have actually been present in the State and/or established and maintained it as his or her domicile by forming the necessary contacts, such as registering to vote, owning property, registering vehicles, or indicating a State of probate in a last will and testament. The Department of Treasury is considering whether Federal agencies have a legal obligation to withhold State income taxes for the military spouse's State of legal residence or domicile, if that State is not the State in which the military spouse is employed. Regardless of the conclusion reached, military spouses may be liable for income taxes imposed by their State of legal residence or domicile and may request that income taxes for that State be withheld from their pay (currently income tax is withheld only for the State in which the employee is working).

Employees working in Missouri who are military spouses and to claim another State as their State of legal residence or domicile under the MSRRA must submit the following documentation to the Customer Service Representative, Frank Hollingshead, in Room 1459 for processing:

1. Proof that the employee is a Military Spouse – a copy of the employee's Military Identification card.
2. A completed Missouri W-4 (MO W-4) to claim exemption from Missouri income tax withholding due to the MSRRA (enter "Exempt-MSRRA" in the appropriate block).
3. A copy of the military member's current military orders that reflect duty in the State in which the employee is employed.
4. A copy of proof of established residence or domicile in the claimed state – voter registration, state vehicle registration in the employee's name, driver's license issued by that state, etc.
5. If the employee wants to have State income taxes withheld for the State of legal residence or domicile, a statement requesting withholding and the appropriate State W-4 to claim any withholding exemption allowances.

**Example:** I, Jane Doe, am a military spouse and my official State of legal residence or domicile is \_\_\_\_\_. I request that income taxes for \_\_\_\_\_ be withheld from my Federal pay. This is effective January 1, 2010.

Signed,  
Jane Doe

The CSR will forward the above documents to payroll for processing. DFAS-Indianapolis Civilian Pay has indicated that the process will take approximately 2 – 3 weeks for completion so employees can expect to see the change in State income tax withholding in 2 – 3 pay periods depending on when the documents are submitted within the payroll processing period.

During this initial implementation of the MSRRA, the effective date will generally be the beginning of the current tax year or the date of employment, whichever is later, if the tax exemption documentation is submitted by the military spouse by June 30, 2010. If the documentation is submitted after that date, State tax withholding for the State of employment (Missouri) will be stopped in the first pay period that begins after the form is received by the CSR.

Employees who no longer qualify for the MSRRA tax exemption (military spouse retires and established residence in Missouri, etc) must notify the CSR that qualification under the MSRRA no longer exists and the employee's tax record will be reinstated to reflect the Missouri as the employee's State of legal residence or domicile for tax withholding.

Military members and their spouses may seek free, confidential advice from a military legal assistance office if they have questions about the MSRRA.

POC for submission of documentation to change an employee's State of legal residence or domicile for State tax withholding purposes is the MEDDAC/DENTAC CSR, Frank Hollingshead in room 1459 or by phone at 596-1761.

## Donated Leave Transactions

Defense Finance and Accounting Service (DFAS) is responsible for ensuring all calendar yearend processing tasks are completed accurately and timely. There are certain transactions that occur at yearend that require special attention. To ensure the donated leave is processed to the recipients timely and accurately, these transactions need to be submitted to the DFAS Payroll Office by 18 December 2010. If you have use or lose annual leave, please consider donating it to an employee on the Leave Donor List.

The leave recipient's supervisor shall continuously monitor the status of the medical emergency affecting the leave recipient to ensure whether the recipient continues to be affected by a medical emergency. Upon determination of the medical emergency, the leave recipient's employing organization must immediately notify, in writing the G-8/DRM ATTN: CSR, of the date of termination and the reason therefore.

Please submit signed FLW Form 466, a copy of current LES to time keeper from your organization if you want to donate annual leave. All copies must be submitted before pay period ending December 18, 2010 to the G-8 office. For all MEDDAC employees please submit information to Mr. Frank Hollingshead. All "use or loss" leave must be used before January 1, 2011.

## **Benefits**

On March 23, 2010, President Obama signed the Affordable Care Act, (ACA), Public Law 111-148. Several provisions of the ACA will affect eligibility and benefits under the Federal Employees Health Benefits (FEHB) Program and the Federal Flexible Spending Account Program (FSAFEDS) beginning January 1, 2011.

On September 10, the Office of Personnel Management (OPM) released official details on these changes.

### **Federal Employees Health Benefits (FEHB) Program**

#### **What Are the Changes to FEHB Program Dependent Eligibility Rules Under the ACA?**

All changes are effective on January 1, 2011.

<b>Children</b>	<b>Effect of ACA</b>
Between ages 22 and 26	Children between the ages of 22 and 26 are covered under their parent's Self and Family enrollment up to age 26.
Married Children	Married children (but NOT their spouse or their own children) are covered up to age 26. This is true even if the child is currently under age 22.
Children with or eligible for employer-provided health insurance	Children who are eligible for or have their own employer-provided health insurance are eligible for coverage up to age 26.
Stepchildren	Stepchildren do not need to live with the enrollee in a parent-child relationship to be eligible for coverage up to age 26.
Children Incapable of Self-Support	Children who are incapable of self-support because of a mental or physical disability that began before age 26 are eligible to continue coverage. Contact your human resources office or retirement system for additional information.
Foster Children	Foster children are eligible for coverage up to age 26.

Children do not have to live with their parent, be financially dependent upon their parent or be students to be covered up to age 26. There is also no requirement that the child have prior or current insurance coverage. FEHB Program plans will send notice to all their enrollees of the coverage eligibility changes as a part of that plan's FEHB Open Season communications.

In cases where children have employer-provided health insurance and are covered under their parent's self and family enrollment, the children's employer-provided health insurance will be the primary payer. FEHB will be the secondary payer.

## **How Do I Add a Newly Eligible Child To My Enrollment?**

What you must do:

If you currently have a Self and Family enrollment and you do not change to another health plan or option during Open Season, contact your FEHB plan and give them information on your newly eligible child. Do not complete an SF 2809, Health Benefits Election Form, or enter dependent information in your agency's self-service enrollment system to add your child to an existing Self and Family enrollment. Your child's will be covered on January 1, 2011.

- If you currently have a Self Only enrollment and you have newly eligible children, you must change your enrollment from Self Only to Self and Family if you want your children to be covered. You must use an SF 2809 or an agency self-service enrollment system to make this change.
- If you are not currently enrolled and you want FEHB coverage since your children are now eligible, you must enroll for Self and Family coverage to provide coverage for your children. You must use an SF 2809 or an agency self-service enrollment system to make this change.

**Important:** If you are enrolling or changing your enrollment, be sure to include all children up to age 26 when completing your SF 2809 or using your agency's self-service enrollment system.

## **How can I enroll or change my enrollment so that my child is covered January 1st?**

**Be aware:** The effective date of coverage for your newly eligible children depends upon the event used to enroll or change enrollment.

If you are an employee who gets paid biweekly (this applies to most Federal employees) or you are an Office of Workers' Compensation (OWCP) recipient, and you want your child covered on January 1, 2011, then you must enroll or change your enrollment as a "change in family status" -- qualifying life event (QLE). The qualifying life event code to use on the SF 2809 is '1C' for employees and '2B' for OWCP recipients.

You may change your enrollment from 31 days before to 60 days after January 1, 2011. Your change to Self and Family will take effect on the first day of the pay period that includes January 1, 2011. Your child will be covered on January 1, 2011. If you make your QLE change after January 1st, your child will be covered retroactively to January 1, 2011 and you will pay retroactive premiums back to the effective date of the enrollment or change.

If you enroll or change your enrollment as an Open Season change, it will take effect on the first day of the first pay period that begins in 2011. For most employees, this will be January 2, 2011. For the Office of Workers' Compensation, this will be January 16, 2011. For a few other agencies, the date may be different.

## **Reveille and Retreat:**

Reveille originated in 1812 and was used to muster units or as a means to conduct roll call. It was not originally intended as honors for the flag.

Retreat was first used by the French Army and dates back to the Crusades. The American Army has used this bugle call since the Revolutionary War. When you hear it, you are listening to a beautiful melody that has come to symbolize the finest qualities of military members everywhere for nearly 900 years.

Today, reveille and retreat ceremonies serve a twofold purpose. They signal the beginning and ending of the official duty day. They also serve as ceremonies for paying respect to the flag and those who serve it. Both ceremonies constitute a dignified homage to our national flag from its raising in the morning to its lowering in the evening.

The proper response for military members in uniform during reveille and retreat is to face the flag or the direction of the sound of the music and stand at parade rest. When the flag is being lowered or the music is heard playing, come to attention and render a salute. Reveille is preceded by the bugle call, "To the colors." The salute is held until the flag is lowered or the music ends.

If in civilian clothing, both military members and civilians should take the same actions as in uniform, with a few exceptions: Men will remove their hats with their right hand and hold it at the left shoulder with the right hand over the heart. Men without hats and women stand at attention and place their right hand over their heart.

Reveille takes 110 seconds, retreat 122 seconds. Pausing for both are small sacrifices for those who have made the ultimate sacrifice, for they will never hear the national anthem or be able to salute the flag again, but we have the opportunity to honor them each and every day by stopping and rendering the proper courtesies during reveille and retreat. It is also your duty when you see others driving or walking during reveille and retreat, please kindly remind them to stop and pay their respect.

the FY08 Authorization Bill modified Section 9 of Title 4, US Code to allow members of the Armed Forces and veterans who are present but not in uniform to render the military salute during hoisting, lowering, or passing of the flag. This option which allows veterans to salute the flag with a military-style salute is voluntary. Many veterans are pleased by the change in legislation, and many veterans will continue to salute the flag by holding their hands over their heart. I'm glad the U.S. Code now reflects that choice.

## **Useful Ethical Codes for Civilians and Military**

As a Government employee we must put loyalty to the highest moral principles.

We are to be loyal to person(s), party(s), and our government department(s).

We should always uphold the constitution, laws, and regulations of the United States.

While upholding all governments therein and never be a party to their evasion.

We must be dedicated to giving a full day's work for a full day's pay.

You should put your best effort towards your performance and duties.

It is always helpful to look for new and efficient ways to make getting the work completed.

We should never discriminate unfairly by the dispensing of "special favors" or "privileges" to anyone. Never give in to this for this might be constructed by a person to be influencing the performance of his/her duties.

Make no kind of promises of any kind binding upon the duties of the office. As a government employee you have no private word, which can be binding on public duty.

There should be no direct or indirect business conducted with the government, which is conflicting with the reliable performance of his/her governmental duties.

Never use any information that is given to you in private or public (Non Confidential and Confidential) in the performance of governmental duties as a profit making means.

Make sure all dishonesty, corruption, espionage, etc is exposed whenever and wherever it is discovered.

Key: Uphold all ethical standards.

## **New Executive Order for Military Spouses**

### **What to do now.**

We have all been there. We have just followed our spouse for the millionth time to a new duty station. We had a job we loved but now we are back to square one and are searching for a job. Well Executive Order 13473 is a new hiring authority that is designed to help spouses get into the federal system.

Who is eligible under the new Executive Order? Spouses of ACTIVE duty military members of the U.S. Armed Forces, including the U.S Coast Guard and full time National Guard, are eligible to apply for positions under this new hiring authority provided the spouse accompanies the military sponsor who is:

- Assigned by a PCS move from overseas to U.S. or to a different commuting area within the U.S. , including the U.S. territories or possessions;
- Relocating to a new and permanent duty station after completing basic and advanced individual training.
- Permanently assigned to the same duty station where initial entry training was received;
- Assigned by PCS to a service school regardless of the duration of training;
- A former military member who re-enlists and is placed in a permanent assignment; or
- Reassigned on an unaccompanied tour by PCS with orders specifying the sequential assignment.

The spouse may register for activities in the commuting area of the sequential assignment at any time during the sponsor's unaccompanied tour.

You ask what do you have to do? It is simple. Go to <http://acpol.army.mil/employment/> and go to "Build Resume/check status." Once there click on "Create/Edit Supplemental Data." Follow the instructions and answer the screen questions and hit "Continue." Click on "Employment Preferences." Click on "E.O. 13473" but also look at the "Military Spouse Wizard" and answer those questions too. By answering the Military Spouse Wizard AND clicking on the E.O. 13473 you have identified your eligibility for E.O. 13473. It is as easy as that. Now you are ready to start applying for jobs via "self-nominations by going to <http://acpol.army.mil/employment/>

In addition to the new hiring authority for military spouses, -if you PCSd with your sponsor to Ft Leonard Wood after 11 September 2009 you are also eligible to register for priority consideration through the DoD's Military Spouse Preference Program. To schedule an appointment for registration, call the Civilian Personnel Advisory Center (CPAC) at 6-0927 for an appointment and information concerning what you will need to bring with you to the appointment.

If you have more questions concerning Military Spouse employment, please contact Tina Utt, Military Family Member Employment Coordinator, at 573-596-0927.

## **Weather Information (573) 596 4141**

When severe winter weather threatens the Fort Leonard Wood area, it can be a time of chaos and concern, and that's why the Snow and Ice Removal program is a necessary and crucial step to keeping our community safe.

Extremes in winter weather pose challenges on training, installation operations and can increase the risk of weather-related accidents and injuries. SNAIR operations help to alleviate those concerns when such occurrences strike Fort Leonard Wood, and ensure training and operations continue with minimal disruption.

### **Local/Regional Radio Stations**

Fort Leonard Wood personnel should monitor local and regional radio stations for road conditions updates, closures and other inclement weather announcements. In order to free up station telephone lines, it is advised not to call the radio stations directly. Stations normally have extended radio announcer hours in bad-weather situations.

Local stations and their frequencies are:

**KJEL - Lebanon 103.7 FM (24 Hour Station)**

**KTTR - Rolla 99.7 FM**

**KFBD - Waynesville/St. Robert 97.9FM**

**KFLW – Waynesville/St Robert 98.9 FM**

**All Supervisors of employees should review FLW CPR 690-12 Leave Administration Chapter 12-Dismissal/Leave During Emergency Situations for additional guidance. If you have any questions concerning proper charging of leave or excused absence please contact the CPAC at 6-0927.**

Send Your HR questions to:  
[leon.pecpswrm@conus.army.mil](mailto:leon.pecpswrm@conus.army.mil).